

PCPN# FY03-62 - Purchase Card Program - OMB Requirements

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs AND CHs IN YOUR HIERARCHY.

The Director of the Office of Management and Budget (OMB) issued a memorandum on October 15, 2002 (M-03-02) requesting quarterly agency reports on purchase and travel card programs. Attached is the required format for reporting, due October 1, 2003 for 4th quarter FY 2003.

Please complete this form and return to the DON eBusiness Operations Office at purchase_card@navsup.navy.mil no later than October 1, 2003. Each claimancy should consolidate their data and return one report to our office. We will then consolidate claimancy data into one DON report for OMB. The POC can be reached at COM 717-605-3050, DSN 430.

(See attached file: Attachment - OMB Requirements 093003.doc)

Helpdesk
DON eBusiness Operations Office
Card Management
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Mechanicsburg, PA 17055
Fax: (717) 605-9362
Email: purchase_card@navsup.navy.mil